

FUNCTIONS OF PHYSICAL SECURITY SECTION

25X1A6a 1. To be responsible to the Chief, Security Division, for the security of [REDACTED] installations, except those involving the Office of Special Operations, to prevent unauthorized access to, or compromise of, all CIG activities.

25X1A6a 2. To prepare and enforce necessary security regulations as may be required for [REDACTED] CIG installations, except those pertaining to OSO.

25X1A6a 3. To initiate and maintain a system of pass control as may be required for [REDACTED] installations, with the assistance of the Physical Security Unit of the Special Operations Security Section.

25X1A6a 4. To maintain and supervise the necessary guards to protect the premises of individual CIG installations [REDACTED] except those pertaining to the Office of Special Operations.

25X1A 5. To maintain and supervise a receptionist staff for all [REDACTED] CIG installations where a receptionist may be required, except in cases involving only the Office of Special Operations.

6. To indoctrinate all new employees, except those of SO, upon their reporting for duty with CIG, and conduct such other periods of instruction and Security indoctrination as may be directed by the Chief, Security Division, or higher authority.

7. To interview all personnel, except those of OSO, in the process of terminating employment with CIG, and instruct them regarding security requirements.

8. To change all safe combinations, except those of OSO, when a change of combination is necessary, and maintain a file of sealed combinations that may be used in an emergency.

9. To investigate fires, the loss of classified documents, and security violations and make such other investigations, inspections, or surveys as may be directed from time to time, with respect to CIG less OSO.

10. To handle the requisitioning and procurement of supplies as may be required for the Security Division, other than the OSO Investigative Staff and other purely Special Security Section functions. Also, this Section will make the necessary checks to insure an ample supply of security forms being available at all time.

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